

**MEMORANDUM FOR:** Acting Personnel Director  
Comptroller

**SUBJECT:** Career Development Slots

**REFERENCES:** a. Memo to DCI from A-DD/A, dated 25 July 1953, subject same as above.  
b. Memo for Chairman, Career Service Board, Director of Training, Personnel Director, and Comptroller, from A-DD/A, dated 13 August 1953, subject same as above.

1. On 25 July 1953 the Director approved the recommendation contained in reference a "that the Acting Deputy Director (Administration) be authorized to reserve a block of fifty slots within the Agency's total personnel ceiling authorization for subsequent allotment by the CIA Career Service Board on the basis of individual career development actions necessitating prolonged absence of employees from their regular duties." As mentioned in reference b, the Acting Director subsequently decided that the number of Career Development Slots should not exceed 40.

2. In order to achieve a minimum of difficulty in connection with budgetary execution, personnel ceiling control, statistical reporting, and the performance of administrative services for the personnel affected, the decision has been made, with the agreement of the Director of Training, to incorporate and retain the 40 Career Development Slots in the Office of Training. CIA personnel selected for participation in career development activities which involve use of Career Development Slots will therefore be assigned to the Office of Training for the duration of such participation.

3. The Personnel Director is requested to take the necessary steps to obtain publication of appropriate procedural instructions.

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L. K. WHITE  
Acting Deputy Director  
(Administration)

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